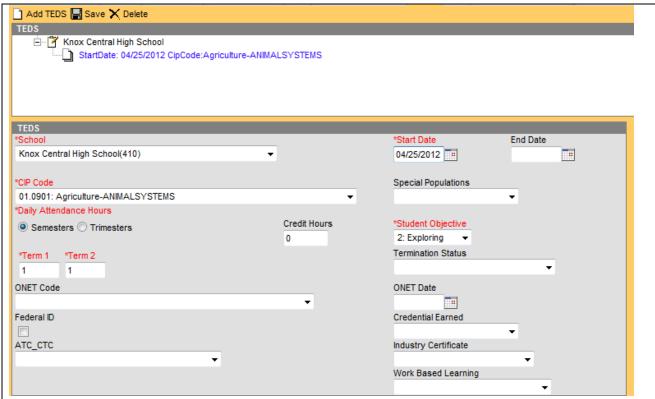
24			TEDS
KDE Contact (Data Steward)	Kiley Whitaker	Updated	01/09/13
Description	The Technical Education Database System (TEDS) tab in Infinite Campus is for entering data on Career and Technical Education (CTE) students. All initial data entry for CTE students should be completed on the TEDS tab in Infinite Campus and then imported to TEDS		
Data Standard Reg sites, data use, etc.	 <u>Perkins Accountability</u> – Federal Perkins Law and Perkins funding is based on CTE data that is initially entered into the TEDS tab. <u>Career Readiness</u> – Career Readiness accountability is based on CTE data that is initially entered into the TEDS tab. 		
How is data used	 Federal Reporting College and Career Readiness Federal Funding State Funding 		
Noted Changes for current year	CIP Codes and Industry Certifications will be updated with the new codes in the dropdown menus.		
Available Ad- Hoc & Reports	TEDS SQL Pass-Through Query for Federal Indicators KY State Reporting – TEDS Report		
Available Training	TEDS Infinite Campus Training TEDS Beginning of Year Training Registration System		
24A	Adding or	Updating a T	EDS Enrollment
Campus Path:	Select a Student > Click on TEDS tab		"

Step 1: Click Add TEDS for a New Enrollment or click on the Enrollment if activating an inactive enrollment. You should always choose to activate an inactive existing enrollment if possible when the student is continuing in the same Career Pathway/CIP Code. Do not change a current enrollment to a new Career Pathway/CIP Code. Choose to Add a New Enrollment if the student has a new Career Pathway/CIP Code.



Step 2: Complete required fields in Red on TEDS tab and update Credit Hours

Start Date: Enter the month, day and year (##/##) the student enrolled in the CTE program the first time. This should not be updated after it is initially entered.

CIP Code: Use the drop down menu to select the appropriate career pathway/CIP code

Daily Attendance Hours: This is the average daily attendance (amount of time spent in courses each day) for a student in the Career Pathway (CIP Code). The user will first select either semesters (full-year, block, semesters, and quarters) or trimesters, depending on the school schedule. Depending on this selection, the user will have either two or three attend hour fields. The user will be able to enter the exact value without rounding to the nearest half hour in these fields. Calculation for Daily Attendance Hours is sum of time spent in courses for indicated Career Pathway divided by 60 (if the student was in courses for 55 minutes each day for this program, the calculation is 55/60 = 0.92). Additional calculations may be necessary for block schedules where students are not in the course each day.

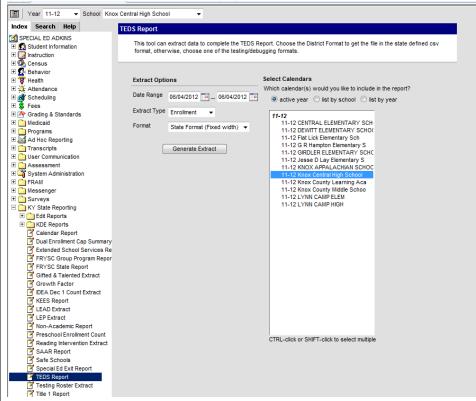
Special Populations: Use the drop down menu to select special population's category of either single pregnant female or single parent. This is required data if you have it, but you should not ask students to submit this information for TEDS.

Student Objective: Use the drop down menu to select Student Objective:

- Exploring a student who is enrolled in the first or second credit within a sequence of courses leading to a career major
- Preparatory a student who has completed two career and technical education credits in a preparatory program and is enrolled in the third credit course(s).

Termination Status (Optional in IC, Required in TEDS): Use the drop down menu to select the appropriate Termination Status. Data will only import to TEDS on active students. If you are terminating inactive students, this must be done in TEDS. End Date (Optional in IC, Required in TEDS): Enter the month, day and year (##/##) of termination. This should be the date that the student leaves your school, not when the student quits taking courses in the Career Pathway. Federal ID (Optional in IC, Required in TEDS): The federal reporting indicator designates the one program in which a student will be included in federal Perkins reporting. The indicator must be marked once (and only once) for each student, regardless of the number of programs the student is enrolled in during a school year. If the student has a preparatory student status in an enrollment, then that enrollment must be marked. Industry Certificate(Optional in IC, Required in TEDS): Use the drop down menu to select appropriate Industry Certificate ATC/CTC: Use the drop down menu to link students to the Area Technology Center or Career Technology Center in which they are enrolled in the selected career pathway/program. Leave this field blank if the student is not enrolled in an ATC or CTC.

Step 1: Expand KY State Reporting



Step 2: Click on TEDS Report

Date Range – Enter the first day of school until the last day of school (07/01/2013 – 06/30/2014)

Extract Type – Use Enrollment for the first export and then repeat for Demographic

Format – Use State Format (fixed width) for both Enrollment and Demographic Extract Types

Optional Format – Use HTML for both Enrollment and Demographic Extract Types if you would like data that can be imported into Excel to verify if the data is correct before importing to TEDS or if you receive a Line # error during TEDS import.

Generate Report – Click Generate report for Enrollment, save as TEDSEnrollment Click Generate report for Demographic, save as TEDSDemographic